



*Shire of*  
**Koorda**

*Drive in, stay awhile*

# MINUTES

## Special Council Meeting

Held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Friday 28 July 2023

Commencing 4.00pm

**Meeting Purpose: To consider the 2023/2024 Draft Budget and the 2022/2023 Interim Audit Report.**

## NOTICE OF MEETING

Dear Elected Members,

Notice is hereby given that a Special Meeting of Council of the Shire of Koorda will be held on Friday 28 July 2023 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda, commencing at 4.00pm.

The purpose of the meeting is to consider the 2023/2024 Draft Budget and the 2022/2023 Interim Audit Report.

Darren Simmons  
Chief Executive Officer  
27 July 2023

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The Shire of Koorda disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings.

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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, and statement or intimation of approval made by a member or officer of the Shire of Koorda during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Koorda.

The Shire of Koorda warns that anyone who has any application lodged with the Shire of Koorda must obtain and should only rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Koorda in respect of the application.

To be read aloud if any member of the public is present.

Signed



Darren Simmons  
Chief Executive Officer

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CONFIRMED

**Shire of Koorda  
Special Council Meeting  
4.00pm, Friday, 28 July 2023**



**1. Declaration of Opening**

The Presiding person welcomed those in attendance and declared the meeting open at 4.00pm.

**2. Record of Attendance, Apologies and Leave of Absence**

**Councillors:**

Cr JM Stratford	President
Cr BG Cooper	Deputy President
Cr GL Boyne	
Cr GW Greaves	
Cr LC Smith	
Cr NJ Chandler	

**Staff:**

Mr DJ Simmons	Chief Executive Officer (CEO)
Miss LD Foote	Deputy Chief Executive Officer (DCEO)

**Members of the Public:**

**Apologies:**

**Approved Leave of Absence:**

**3. Public Question Time**

(Please note: Being a special meeting of Council, any questions must relate to the purpose of the meeting being to consider the 2023/2024 Draft Budget and the 2022/2023 Interim Audit Report).

Nil.

**4. Disclosure of Interest**

## 5. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

### 4.05pm - SUSPEND STANDING ORDERS

#### Resolution 120723

Moved CR GL Boyne

Seconded CR NJ Chandler

That standing orders be suspended to discuss item 5.1 Adoption of 2023/2024 Budget.

**CARRIED 6/0**

**FOR:** Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

### 4.29pm - RESUMPTION OF STANDING ORDERS

#### Resolution 130723

Moved CR GW Greaves


Seconded CR LC Smith

That standing orders be resumed as per the attendance register.

**CARRIED 6/0**

**FOR:** Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

### 5.1. Adoption of 2023/2024 Budget

<b>Corporate and Community</b>		
<b>Date</b>	25 July 2023	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Lana Foote, Deputy Chief Executive Officer	
<b>Author</b>	As above	
<b>Legislation</b>	Local Government Act 1995; Local Government (Financial Management) Regulations 1996	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	<a href="#">8.1A - 2023/2024 Draft Statutory Budget (including Fee and Charge Schedule)</a>	

#### Background:

To consider and adopt the Municipal Fund Budget for the 2023/2024 financial year together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, establishment of new reserve funds, setting of elected members fees for the year and other consequential matters arising from the budget papers.

The draft 2023/2024 budget has been compiled based on the principles contained in the Integrated Strategic Plan and Strategic Resourcing Plan. The 2023/2024 draft budget has been prepared in accordance with the presentations made to councillors at the budget workshops held 30 May 2023 and 10 June 2023.

**Comment:**

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The main features of the draft budget include:

- The budget has been prepared with a 2.5% rate increase in line with the forward financial plans contained in the Plan for the Future. This increase applies to all differential general rate categories.
- Fees and charges have been reviewed and updated and are itemised in the draft budget.
- The collection of household and commercial waste charges is proposed to increase and are itemised in the schedule of fees and charges.
- A capital works program totalling \$4.5m for investment in infrastructure, land and buildings and plant and equipment is planned. Expenditure on road infrastructure is the major component of this (\$1.732m) in line with Council's strategy to increase investment in road and associated assets. An amount of \$1.217m is provided for land and building, \$905k for plant and equipment and \$645k for Other Infrastructure.
- An estimated surplus of \$1.809m is anticipated to be brought forward from 30 June 2023. The estimated surplus is made up from a prepayment of \$2.3m was made at the end of June which related to the 2023/24 Financial Assistance Grant. The reserve transfers have not been completed for 2022/23 due to some carry forward plant replacement projects and have been included in the 2023/2024 Budget. This opening surplus is unaudited and may change. Any change will be addressed as part of a future budget review.
- Principal additional grant funding for the year is estimated from:
  - Main Roads Direct Grant - \$196,756
  - Regional Road Group - \$479,779
  - Roads to Recovery - \$402,890
  - LRCI - \$567,721
  - CSRFF - \$130,421

The draft 2023/2024 budget continues to deliver on other strategies adopted by the council and maintains a high level of service across all programs while ensuring an increased focus on road and associated infrastructure as well as on renewing all assets at sustainable levels.

**Consultation:**

While no specific consultation has occurred on the draft 2023/2024 budget, community consultation and engagement has previously occurred during development of the Integrated Strategic Plan (which incorporates the Strategic Community Plan and Corporate Business Plan).

Extensive internal consultation has occurred with staff and through workshops with elected members.

**Statutory Implications:**

LGA S6.2 required that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2023/2024 budget as presented is considered to meet statutory requirements.

Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* enables a local government to impose an annual charge in respect of premises provided with a waste service by the local government.

Section 5.98 of the *Local Government Act 1995* sets out fees etc payable to Council members.

Section 5.98A of the *Local Government Act 1995* sets out allowances payable to Deputy Presidents.

Section 7B(2) of the *Salaries and Allowances Act 1975* requires the Tribunal, at intervals of not more than 12 months, to inquire into and determine –

- the amount of fees to be paid to Council members;
- the amount of expenses to be reimbursed to Council members;
- the amount of allowances to be paid to Council members.

Regulations 30-34AD of the *Local Government (Administration) Regulations 1996* set the limits, parameters and types of allowances that can be paid to elected members.

#### **Policy Implications:**

There are no known policy implications arising from this report.

#### **Strategic Implications:**

The draft 2023/2024 budget has been developed having regard for the Shire's Strategic Resourcing and Integrated Strategic Plans adopted by Council.

#### **Financial Implications:**

Specific financial implications are as outlined in the body of this report and as itemised in the draft 2023/2024 budget attached for adoption.

#### **Voting Requirements:**

##### **Recommendation 1**

Simple Majority     Absolute Majority

#### **Officer Recommendation 1 – Budget for 2023/2024**

##### **RESOLUTION 140723**

**Moved Cr GW Greaves**

**Seconded Cr GL Boyne**

**That, pursuant to the provisions of Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, Council adopts the Budget as contained in Attachment 8.1A of this agenda and the minutes, for the Shire of Koorda for the 2023/2024 financial year which includes the following:**

- Statement of Comprehensive Income by Nature and Type.**
- Statement of Cash Flows.**
- Statement of Financial Activity**
- Note to and Forming Part of the Budget.**
- Schedule of Fees and Charges.**

**CARRIED BY ABSOLUTE MAJORITY 6/0**

**FOR:** Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler





administration charge and a 0% interest rates, where the owner has elected to pay rates and service charges through an instalment option.

4. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 7% for rates (and services charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

**CARRIED BY ABSOLUTE MAJORITY 6/0**

**FOR:** Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

**Recommendation 3**

Simple Majority  Absolute Majority

**Officer Recommendation 3 – Fees and Charges for 2023/2024**  
**RESOLUTION 160723**

Moved Cr BG Cooper

Seconded Cr GW Greaves

That, pursuant to the Section 6.16 of the *Local Government Act 1995* and other relevant legislation, councils adopt the Fees and Charges included at pages 28 to 31 inclusive of the draft 2023/2024 budget included as Attachment 8.1A of this agenda and the minutes.

**CARRIED BY ABSOLUTE MAJORITY 6/0**

**FOR:** Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

**Recommendation 4**

Simple Majority  Absolute Majority (for some parts)

**Officer Recommendation 4 – Elected Member' Fees and Allowances for 2023/2024**  
**RESOLUTION 170723**

Moved Cr NJ Chandler

Seconded Cr GL Boyne

That,

In accordance with Section 5.98(1)(b) of the *Local Government Act 1995*, Regulation 30 of the *Local Government (Financial Management) Regulations 1996*, Part 6.4(1) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, Councillor annual attendance fees in lieu of Council Meeting, Committee Meeting and prescribed Meeting be set at \$3,900.00.

In accordance with Section 5.98(1)(b) of the *Local Government Act 1995*, Regulation 30 of the *Local Government (Financial Management) Regulations 1996*, Part 6.4(1) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, the President annual attendance fees in lieu of Council Meeting, Committee Meeting and prescribed meeting be set at \$4,680.00.

In accordance with Section 5.98(5) of the *Local Government Act 1995*, Regulation 33 of the *Local Government (Financial Management) Regulations 1996*, Part 7.2(1) of the Determination for

**Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, the annual allowance for the Shire President be set at \$7,800.00.**

**In accordance with Section 5.98A(1) of the *Local Government Act 1995*, Regulation 33 of the *Local Government (Financial Management) Regulations 1996*, Part 7.3(2) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, the annual allowance for the Deputy Shire President be set at \$1,950.00.**

**In accordance with Section 5.99A(b) of the *Local Government Act 1995*, Regulation 34A of the *Local Government (Financial Management) Regulations 1996*, Part 9.2(2) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, the annual allowance for ICT expenses for Elected Members be set at \$1,800.00.**

**CARRIED BY ABSOLUTE MAJORITY 6/0**

**FOR:** Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

**Recommendation 5**

Simple Majority  Absolute Majority

**Officer Recommendation 5 – Material Variance for 2023/2024**

**RESOLUTION 180723**

**Moved Cr GW Greaves**


**Seconded Cr BG Cooper**

**That Council, in accordance with regulation 34(5) of the, Part 7.3(2) of the *Local Government (Financial Management) Regulations 1996*, set the level to be used in the statements of financial activity in 2023/2024 for reporting material variance shall be \$10,000 and 10%.**

**CARRIED SIMPLE MAJORITY 6/0**

**FOR:** Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

## 5.2. Interim Audit Results for the Year Ending 30 June 2023.

<b>Governance and Compliance</b>		
<b>Date</b>	26 July 2023	
<b>Location</b>	Not Applicable	
<b>Responsible Officer</b>	Lana Foote, Deputy Chief Executive Officer	
<b>Author</b>	As above	
<b>Legislation</b>	<i>Local Government Act 1995; Local Government (Administration) Regulations 1996</i>	
<b>Disclosure of Interest</b>	Nil	
<b>Purpose of Report</b>	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
<b>Attachments</b>	<a href="#">Interim Management Letter 2023</a>	

### Background:

Dry Kirkness, being the appointed Contract Auditor by the Office of the Auditor General (OAG), conducted its Interim Audit for the Shire of Koorda from Monday 15 to Thursday 18 May 2023.

The Report on the results of the Audit has been received and is included as an Attachment for the Audit & Risk Committee's information.

### Comment:

This Item presents the results and findings of the Interim Audit for the year ending 30 June 2023 to the Audit & Risk Committee for consideration and, if satisfactory, recommendation to Council for adoption.

The Report identifies seven areas which are considered deficient, being:

1. Changes to supplier master files,
2. Risk management policies and risk register,
3. Asset management policy,
4. Employee exit checklist sign offs,
5. Difference between payments presented to the Council and finance system,
6. Monthly statement of financial activity – recognition of grant income, and
7. Approval of EFT payment – payroll.

The attached Interim Management Letter provides comprehensive details in regard to; the ratings of each finding, the implication of the finding, and recommends ways in which the findings can be rectified.

The Executive Management team have provided comments around each finding in relation to the work that has been completed to date to rectifying the findings, and any future work that will be undertaken to rectify the outstanding findings.

### Consultation:

Darren Simmons, CEO

Ann Ang, Director, Financial Audit, Office of the Auditor General for WA

Marius van der Merwe, Partner, Dry Kirkness

Eoin Condon, Manager, Dry Kirkness

**Statutory Implications:**

The *Local Government (Audit) Regulations 1996* provides the legislative framework for the conduct of audits in local government, and the role of the Audit & Risk Committee in considering the results of those audits.

**Policy Implications:**

Nil

**Strategic Implications:**

Shire of Koorda Integrated Strategic Plan 2022

4.1.1 - Ensure the use of resources is effective, efficient and reported regularly. (e.g. Financial Management)

**Financial Implications:**

Nil

**Voting Requirements:**  Simple Majority  Absolute Majority

**Committee Recommendation**  
**RESOLUTION 190723**

Moved Cr NJ Chandler

Seconded Cr LC Smith

That, in accordance with the *Local Government (Audit) Regulations 1996*, Council:

1. Receives the Auditor's Interim Audit Management Report, as presented in Attachment 7.1A, from Dry Kirkness for the 2022/23 financial year; and
2. Notes the Management Comment and Actions taken to address the Findings contained in the Auditor's Interim Audit Management Report.

**CARRIED 6/0**

**FOR:** Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

## 6. Closure

Prior to closing, and as the last official Council Meeting for CEO Darren Simmons, the Presiding Person extended thanks to Darren for his four years of service and commitment to Shire of Koorda and wished him and his family all the best for their next adventures.

In acknowledging the Shire President's comments, the CEO thanked, President Stratford, Councillors and staff, past and present for their warm welcome and all the support and encouragement since commencing in May 2019.

The CEO also outlined that he had thoroughly enjoyed being part of the Koorda community, indicated that whilst sorry for leaving but was looking forward to spending more time with his wife, Jane, daughter Emma and son James that is new role at the City of Greater Geraldton will allow.

In closing, Darren wished Council, staff, and the community all the best for what looks like a very exciting future.

The Presiding Person thanked those present for their attendance and declared the meeting closed at 4.34 pm.

Signed: Stratford

**Presiding Person at the meeting at which the minutes were confirmed.**

**Date: 13 September 2023**